Some Tips for Presentations

* Consider the **particulars** of your assignment, the subject, length, logistics, size of audience, etc.
* What is it about the topic that interests or excites you? How can you convey that **enthusiasm** in your presentation?
* Consider your own strengths and style: make your presentation **authentic**. Remember, the audience wants you to do well!
* If doing a group presentation, include **references to other** group members’ sections, and provide **transitions**.
* Make a **plan** or outline with time allotments for parts of presentation; include contingency plan (what can be dropped or added if necessary).
* Check out **room and equipment** before the day of the presentation, to make sure presentation works.
* Have a **back-up plan** in case equipment doesn’t work (email version of Powerpoint, hard copies for audience, transparencies, flip chart).
* Include **summary** to conclude presentation (in general, better to cover less but more thoroughly).
* Give audience a handout or some other **“take-home”** to help with review or extend their learning beyond the presentation. If short on time, can include questions about presentation on a handout.



* Include proper **citation** of sources (ex: APA format).

\*\*When in doubt about using a specific technique or activity for a class presentation, check with your instructor for approval or support.